

## WEST DEAN PARISH COUNCIL

HL O'Callaghan, Clerk to the Council  
C/o Wykikamookow, School Lane, Fittleworth,  
West Sussex, RH20 1JB  
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Members of West Dean Parish Council are hereby summoned to the Full Council Meeting of West Dean Parish Council at 7.30pm on Wednesday 9<sup>th</sup> March 2022 at West Dean College

The order of business to be transacted is:

1. Apologies for Absence  
Apologies received from Cllr Corbett
2. Code of Conduct
  - (i) Declarations of Interests on items included on the agenda
  - (ii) Dispensations - to consider any requests for Dispensations
3. Minutes – to agree and sign the minutes of the meeting held on 12<sup>th</sup> January 2022
4. Update on matters carried forward from previous meeting:
  - a) Pavements and Sidings – ongoing maintenance
  - b) Village Gateways
  - c) Dog Waste Bins
  - d) Cemetery: Plotting of additional graves for allocation  
Molehills
  - e) Update on purchase of SID
5. Brief Report from County Councillor on matters affecting this Parish
6. Brief Report from District Councillor on matters affecting this Parish
7. Traffic/Roads Update
8. Planning Committee - to receive a verbal report from the Chairman, including consideration of any applications received since the last meeting
9. Finance
  - a) To approve Clerks salary and expenses – **Appendix A**
  - b) To note and approve income and expenditure report – **to be attached**
  - c) To approve the regular Bank Reconciliation – **to be attached**
  - d) To confirm the appointment of Rachel Hall as the internal auditor for 2021-22
  - e) To consider the ongoing use of Chichester Payroll Services
10. Correspondence and Consultations – to note any items of interest
  - a) Kingley Vale Access Permission
  - b) Seaford College Community Help Day
  - c) East Marden Road to Hill Lane (Cllr Cochrane)
  - d) Bus Stop signage (Cllr de Groot)
11. AGM format and speakers
12. Any other matters not on agenda
13. Any other business for information only
14. Date of Next Meeting – 11<sup>th</sup> May 2022

Signed:



Clerk to the Council

## Appendix A

### Clerk Salary and Expenses

Clerks Salary 1 – 31<sup>st</sup> January 2022

**Net Salary £460.42**

**PAYE £5.80**

**Total Net Outlay £466.22**

Clerks Salary 1 – 31<sup>st</sup> December 2021

**Net Salary £460.42**

**PAYE £5.80**

**Total Net Outlay £466.22**

**Paid by Standing order on last working day of the month**

**Clerks Expenses Paid after the meeting**

<b>Date to be paid</b>	<b>Detail</b>	<b>Reason</b>	<b>Cost ex VAT (£)</b>	<b>VAT (£)</b>	<b>Cost inc VAT (£)</b>
10/3/22	Working from home allowance (January)	As per contract	18.00	0	18.00
10/3/22	Working from home allowance (February)	As per contract	18.00	0	18.00
10/3/22	Mileage	Reimbursement of travel to January meeting @£0.45 per mile (20 milesx2)	18.00	0	18.00
<b>Total</b>			<b>54.00</b>	<b>0</b>	<b>54.00</b>

**Appendix B**

WEST DEAN PARISH COUNCIL					
FINANCIAL REPORT 2/3/22					
RECEIPTS					
DATE	REF	PAYER	DESCRIPTION	AMOUNT	
PAYMENTS					
FILE NUMBER	DATE	REF	PAYER	DESCRIPTION	AMOUNT
54	13/01/2022	online	Castle Water	Backdated and current water bill for cemetery	245.58
55	13/01/2022	online	HL O'Callaghan	Work from home allowance (Nov+Dec)	36
55	13/01/2022	online	HL O'Callaghan	Clerk Mileage (Nov meeting)	18
56	31/01/2022	online	HL O'Callaghan	Clerk Salary - January	460.42
57	01/02/2022	online	Microsoft	365 monthly payment - January	11.28
58	02/02/2022	online	HMRC	PAYE January	5.8
59	02/02/2022	online	Chi Payroll Services	Payroll - January	10
60	28/02/2022	online	HL O'Callaghan	Clerk Salary - January	460.42
61	02/03/2022	online	HMRC	PAYE January	5.8
62	02/03/2022	online	Chi Payroll Services	Payroll - January	10
63	02/03/2022	online	Microsoft	365 monthly payment - February	11.28
					<b>1274.58</b>

<b>WEST DEAN PARISH COUNCIL</b>		
<b>BANK RECONCILIATION</b>		
<b>02-Mar-22</b>		
<b>RECEIPTS &amp; PAYMENTS</b>		
Balance brought forward as at 31/03/2020		£35,605.24
Add Total Receipts		14,028.38
Less Total Payments		(13,109.84)
<b>TOTAL</b>		<b>£36,523.78</b>
<b>BANK</b>		
Barclays as @ 2/3/22		30,321.10
Santander as @ 3/11/21		6,202.68
<b>TOTAL</b>		<b>£36,523.78</b>